

City of Grants Pass

JOB OPPORTUNITY



Dispatcher

Public Safety Department

Compensation: \$3,705 to \$5,065 per month

Summary of Position:

Successful applicants will have strong keyboarding skills, outstanding interpersonal and judgment skills and the ability to multi-task during intense situations and high volume work loads. Incumbents are responsible for answering emergency and non-emergency telephone calls and directing appropriate and timely resources. Responsibilities include prioritizing calls, tracking unit status, and dispatching emergency personnel to crime scenes and calls for service.

After an initial review of the application materials, applicants who meet the minimum qualifications will be invited to complete Critical testing and a 2-hour job observation in our dispatch center. The Critical testing will be scheduled for completion between October 24 and November 9, 2017. Candidates who are successful with the Critical testing will be invited to an oral interview in November.

Minimum Qualifications:

A High School Diploma or GED and one year of customer service experience, including the use of computers is required; public safety experience is preferred; or an equivalent combination.

Ranking & Selection:

The ranking and selection of applicants to proceed in the process for our Public Safety Department includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The initial selection process includes the following steps: application review, and criminal history inquiry, oral interview and testing. The final selection process following interview includes the following steps: tentative offer, extensive background investigation, psychological evaluation, physical examination, drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

For More Information:

Visit www.grantspassoregon.gov or contact Toni Martin in Human Resources at 541-450-6050.

**Applications will be
accepted until:**

October 13, 2017, 5:00 p.m.

Required materials by application deadline are:

- City application
- Cover letter
- Resume
- Supplemental Questionnaire
- Typing Test

*Late or incomplete applications
will not be accepted.*

APPLY TODAY!

Visit us online at
www.grantspassoregon.gov



In person at
City Municipal Building
101 NW A Street, Rm 205
Grants Pass, OR 97526



Contact Human Resources at
541-450-6050

